



Fort Wayne Parks and Recreation
Salomon Farm Park, Learning Center Rental Agreement

Today's Date _____

Event Date _____

Event Type: Wedding & Reception ___ Reception only ___ Ceremony only ___ Other _____

Attendance _____ * See Maximum Capacity below

***Maximum capacity = 240/** Your event attendance must be at or below 240 people to secure the Learning Center

Name of Renter(s) (please include bride and groom, if applicable). *Renter must be at least 21 years of age*

Name _____ Name _____

Address _____ Address _____

City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

Email Address _____ Email Address _____

*Please use a current and legible email address for Farm Park Staff to contact you, or indicate if you do not want to be contacted via email

Home Phone _____ Cell _____ Home Phone _____ Cell _____

Fees/ Times:

All events at the Learning Center must take place between the hours of 9:00A.M. – 11:00P.M.

Standard 8-hr Rental = \$850.00 (includes 3 hours for set-up, 4 hours of event time, and 1 hour for clean-up) (Fri-Sun)

Additional Set-up time = \$70/hr (applies to 8-hr rental only)

Additional Event time = \$90/hr (applies to 8-hr rental only)

Security = \$45/hour (subject to change based on current rates)

Standard 8-hr rentals will have a min. of 5 ½ hours of security. See Security for more information.

Catering Commission = 15% of total food and beverage before tax. See **Catering** for more information.

6-hr Rental = \$425.00/ Must be six consecutive hours and are available (Monday – Thursday only)

Deposit: A deposit of 50% of the total fees (rental fee, security, + any additional fees) is due upon booking.

Dates cannot be held without a completed contract and deposit.

Payments:

1. Initial deposit must be made in person along with completed Rental Agreement at the Ft Wayne Parks and Recreation Main Office: 705 E. State Blvd., Ft. Wayne, IN 46805 (Mon-Fri 8a-5p)
2. Subsequent payments for balances can be made by check to the above address. Please include a copy of your invoice or rental receipt. For balance inquiries or to pay a balance with a credit card over the phone please call the Main Office at: (260) 427-6000.

Refunds: To cancel a reservation, renter must contact Rhonda Berg at the Main Office of Ft Wayne Parks and Recreation at: rhonda.berg@cityoffortwayne.org or (260) 427-6099

Refunds shall be granted by the following timeline:

6 or more months' notice: Full refund minus 20% of the initial deposit

6 or less months' notice: No refund unless equal booking is attained. Above penalties apply.

Transfer to a new date: Transfer fee of 20% of the initial deposit; subject to availability.

Facility Amenities Included in Rental Price:

- 240 chairs – Wine red plastic with metal frames. Chairs may not be used outdoors.
- 35 tables –8'x30" wide, brown banquet tables seating 8. Tables may not be used outdoors.
- Full kitchen – includes 2 ovens, 2 induction stove tops (12 burners), sinks, a dishwasher, an ice machine, and a warming cabinet. Utensils and cookware such as bowls, plates, cutlery, pots, pans, etc. are not provided.
- This building is climate controlled and provides heat/air conditioning.
- Paved parking lot.

Security: Security is required for any event scheduled on a Friday, Saturday, or Sunday, any event serving 80 or more people, and all events serving alcohol. Parks staff schedules all security personnel and reserves the right to require additional officers based on the guest count. *Security is scheduled beginning one half hour before the renter's guests arrive until all guests and renters have left the property.* Security fees may increase after this agreement is signed based on rates at the time of the event. See Event Customer Policy for additional information.

Catering: Renter must select one or more of the Approved Vendors from the list of vendors who have been pre-qualified to provide services at the Learning Center. All food and beverages must be purchased, provided, delivered, and served by an approved vendor. **Wedding cakes and cupcakes are the only food items that do not have to come from an Approved Vendor.** The renter shall contact approved vendors and make all necessary arrangements and then inform Farm Staff of the caterer chosen.

*See **Catering** in the Addendum for information on the 15% commission for food and beverages.*

Restrictions: Please see the Event Customer Policy Addendum for additional venue rules and restrictions.

1. Helium balloons, fires, heaters, air conditioners, confetti, glitter, artificial flower petals, fireworks, sparklers, paper lanterns, or flammables of any sort are not allowed in the Learning Center or on the Salomon Farm Park property.
2. Releasing helium balloons or spreading artificial flower petals anywhere on the property is **not** permitted. These activities are considered to be littering and renters may be subject to fines associated with littering.
3. Battery operated candles are the only candles permitted at the facility, indoors and outdoors.
4. Children 12 and under must be attended by an adult at all times.
5. All alcoholic beverages must be kept and consumed in the Learning Center. Per State of Indiana excise laws: no alcoholic beverages may leave the premises under any circumstances and no alcoholic beverages may be brought to the facility by the renter. Salomon Farm Park expects the licensed caterer/bar provider to uphold all applicable federal, state, and local laws and Salomon Farm Park policies.
6. All items not belonging to Salomon Farm Park must be picked up at the end of the event and removed from the facility and property. The event customer is responsible for these arrangements and the cost associated with them. No rental items may be left in the Learning Center or at the property overnight.
7. The Learning Center and all other structures have been designated as smoke free environments. A small unprotected outdoor area is provided for smokers with an ash receptacle.

Damage/Defacement of Premises: Renter will not injure, mar, or in any way deface the buildings, gardens, grounds, equipment, or furnishings. No nails, wire hooks, tacks, staples, screws or tape will be attached to or driven into any part of the building, equipment, or furnishings. Renter will not make or allow any alterations to the premises. If any part of the premises is damaged by the act, default, or negligence of the Renter or its agents, employees, patrons, or persons it admits to the premises, or if the premises are in need of excessive cleaning due to the Renter or its' agents actions, the Renter shall pay to the Board of Parks Commissioners, upon demand, the sum necessary to restore the premises to its' original condition.

Liability For Property Loss/ Personal Injury: To the maximum extent permitted by law, Renter shall release, hold harmless and agree to indemnify the City of Fort Wayne/Salomon Farm Park, its officers, employees, representatives, agents, departments, and divisions (each a "Releasee" and together the "Releasees" from and against any present or future claims, losses, liabilities, costs and expenses for injury to person, death or damage to property which Renter may suffer, or for which



Renter may be liable to any other person, which is directly or indirectly related to Renters occupancy or use of Salomon Farm Park and its' facilities. Salomon Farm Park assumes no responsibility for any property placed on or about the premises by Renter or others on the property at Renter's request, and Renter hereby expressly relieves and discharges Salomon Farm Park from any and all liability for loss, injury, or damage to personal property that may be sustained during the Renter's use of occupancy of premises under this agreement.

I have read and understand this Agreement and the attached Event Customer Policy Addendum, which is considered part of this contract. I agree to the terms therein.

Signed by _____ Date _____

Printed name _____

Deposit Paid by Cash ___ **or Check #** _____ **Credit Card** (circle one): VISA MASTERCARD DISCOVER

Card#: _____ / _____ / _____ / _____

Card Exp. Date: _____ 3 digit code: _____ (Last 3 digits on back of card)

Name Printed on Card: _____

Card Billing Address: _____

Rental Fee: \$850 (Fri.-Sun.) or \$425 (Mon.-Thurs.) \$ _____

Security \$45/hr x _____ hours of event + clean up time: \$ _____ *Min. 5 1/2 hr. for 8-hour rental

Calculate security at 1/2 hr. before your guests arrive/start time until end of clean-up time. Fee subject to change.

Additional Set-up Time - \$70/hr: (applies to 8-hr rental only) \$ _____

Additional Event Time - \$90/hr: (applies to 8-hr rental only) \$ _____

Additional Security fee required with added Event Time: \$ _____

Total of all Fees: \$ _____

Deposit Due to Reserve Date = 50% of all fees: \$ _____

Balance – Due 30 days before event date: \$ _____

Renter will receive an invoice approximately 60 days before event date with any remaining balances that are due. See Payment section on page 1 for information on inquiring about balance or paying rental balance.

Events at the Learning Center must take place between 9a–11p. Standard 8-hour rentals allow for three hrs of 'Set-up Time' that can be begin as early as 9am; four hrs of 'Event Time' starting no later than 6p; one hr for 'Clean-up' starting no later than 10p, as all City Parks close at 11p.

Farm Staff will be in contact with you via email or phone to confirm your timings listed below:

Set-up Time(s) - _____ *example: 9a-11a & 5p-6p, (3 hr set-up can be split, allowing caterer set-up before guests arrive)

Event Time - _____ *example: 6p-10p, (this is the time guests will arrive by, Officer arrives 1/2 hr before guests)

Clean-up Time - _____ *example: 10p-11p, (music ends by start of clean-up time/ Park closes at 11p & park gate closed)

As an example, renters often choose to begin Set-up as early as 9am. In the example times listed above, the building will be re-locked after morning set-up, securing décor inside the building, while renters leave the park to go get ready. In the example above, farm staff will be scheduled to return to unlock the building again at 5p. During each time category when the building is unlocked, farm staff will be on the park property to assist renters and caterers as needed.

Farm Staff will be in contact with you to confirm which of the Approved Vendor(s) to expect at the park for your rental:

Facility approved food vendor: _____

Facility approved alcohol vendor: _____

Person who will be at set-up, if different from renter _____

Decorator/Rental Company delivering items, if any (i.e. linens, chairs for outdoor ceremony, etc) _____

Event Customer Policy Addendum to the Learning Center Rental Agreement

The Wolf Family Learning Center is a modern building located on a 170 acre family farm that became a City Park in 1995 when the Salomon Family donated the land to the City of Fort Wayne. The initial Learning Center was a gift from the Wolf Family and was expanded in 2018 to include a full commercial teaching kitchen. The following information is designed to protect the building and the surrounding property while still allowing for the events that service thousands of people each year. Please help up protect this fantastic community resource by observing the following rules. If you have questions contact the Manager of Outdoor Recreation at (260)427-6005.

Park Rules:

- Salomon Farm Park is a Ft. Wayne City Park and is open to the public from 6:00am-11:00pm. The public is not permitted inside the Learning Center when it is rented and Farm Park staff will be present to enforce this.
- Please help keep the farm animals healthy and do not feed the livestock animals.
- Children and adults may not climb on or over fences and gates or have access to the animal pens.
- Dogs must be kept on leashes at all times, kept away from livestock, and all waste picked up and disposed of by owner or guardian. Pets are not allowed inside the Learning Center
- Children must be supervised at all times on the property.

Decorating:

- In keeping with our Fire Safety Plan, no open flames of any kind are allowed on the property and no bales of hay or straw are allowed inside the Learning Center. Battery operated candles are the only candles considered acceptable for decorating.
- No decorations may be affixed with tape of any sort, nails, screws, tacks, etc. to the walls, ceilings, or structural support beams.
- Renters may decorate the Learning Center and immediate surrounding grounds but do not have access or any rights to any other buildings or areas on the property.
- The renter is responsible for setting up the chairs and tables provided but do not have to put them away at the end of the event.
- Salomon Farm Park does not supply linens, kitchen supplies, service ware, party supplies, decorations, ladders, or extension cords.
- Fake flower petals, confetti, table sprinkles, helium balloons, party poppers, liquid bubbles, crayons, and bubble gum are not permitted in the Learning Center.
- The renter may use stand-alone displays that do not require an anchor both indoors and outdoors.
- All items not belonging to Salomon Farm Park must be cleaned up at the end of the rental and removed from the Learning Center and park property.

DJs: DJs must provide their own table for their equipment to avoid damage to provided rental tables. For all events, DJs and musicians must stop playing music at the end of the event time to signal the start of the clean-up time. All entertainment must be kept to 120 decibels or less in consideration of the farm park's nearby neighbors.

Fees for Reservations Less Than One Month Away: Event customers who book a date less than one month from the booking date are required to pay the full amount of all fees at the time of booking. These fees are non-refundable/ non-transferable.

Ceremonies: Wedding ceremonies can be held at Salomon Farm Park with an Learning Center reservation. Additional Event Time may need to be added to your reservation for a combined wedding ceremony/ reception.

The following restrictions apply:

- **Rentals do not include a separate date for rehearsal time inside the building (unless reserved).**
- Rentals include use of the Learning Center and the immediate surrounding grounds. Ceremonies may take place in designated areas only.
- Designated areas for ceremonies are: south of the Learning Center/north of orchard and gardens, immediately west of Learning Center, and immediately east of Learning Center. Ceremonies may not be held east of the tree line or within the gardens.
- Electrical service is provided inside the Learning Center.
- Tables and chairs included in rental are for use inside the Learning Center only and cannot be taken outside for any reason.
- Access to the kitchen includes 2 ovens, 2 induction stove tops (12 burners), sinks, a dishwasher, an ice machine, and a warming cabinet. Utensils and cookware such as bowls, plates, cutlery, pots, pans, etc. are not provided. Items must be clean and left in good condition. Damage or excessive mess will result in management assessing the value of the damages and charging the renter.
- Because of underground lines, nothing may be driven into the ground outside the Learning Center.
- Tents are not permitted.

Catering Commission:

- Salomon Farm Park has a separate agreement with our Approved Vendors to provide services and assesses them a 15% fee of the total food and beverage sales. Please be aware that most caterers will pass this cost along to their customer.
- **Catering staff must stay onsite to ensure food safety and Board of Health rules are followed.**
- If the event customer uses more than one caterer/vendor, each vendor will be assessed the 15% fee.
- For all events involving sales or donations or services/ food and beverages, a 15% fee will apply to the gross sales or the value of the donated services/ food and beverages. This fee applies to all non-profits.
- Cost of food and beverages should be considered before securing a rental date.
- Food and beverage Vendors book quickly; the Ft. Wayne Parks Dept. is not responsible for a renter's failure to secure Approved Vendors for their event.

Service of Alcoholic Beverages and Security:

- All alcoholic beverages must be provided and served by a caterer with a liquor license issued by the State of Indiana and must be from the pre-approved list of vendors for Salomon Farm Park.
- The service of alcoholic beverages shall not start before the event start time when security is present and shall cease ½ hour prior to the scheduled ending time of the event. This guideline is enforced to ensure that guests have time to finish and enjoy their drinks before the event ends.
- Renter and anyone associated with renter for any purpose are not allowed under any circumstances to bring alcoholic beverages onto the property of Salomon Farm Park. This rule will be strictly enforced by the security officer(s) on duty.
- The Parks Department reserves the right to require a security officer or additional security officer(s) for events at the Learning Center.
- The security officer is scheduled to start work ½ hours before guests arrive and is required to stay until the last person leaves the premises; renter(s) could incur additional fees for failure to vacate the property within the agreed upon time-frame.

Housekeeping/Storage:

- Salomon Farm Park staff will provide trash receptacles, can liners, and stock all restrooms prior to and during the event. Staff will be responsible for putting all full trash bags in the dumpster.

- All deliveries should be scheduled to arrive during the renter's setup time. All items not belonging to Salomon Farm must be removed from the facility at the end of the event.